

Microsoft Office Excel: Optimising and Troubleshooting Spreadsheets



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Course Duration: 1 day

Objectives :

You have used Excel to simplify business tasks, including the creation of spreadsheets, graphs, charts, and formulas that were difficult to create and nearly impossible to maintain using pencil and paper. You now want to simplify your work in the Excel environment by automating many of the repetitive tasks that are part of spreadsheet development.

This course is ideal for any Intermediate / advanced users of Excel 2002/3 and 2007.

Target Audience:

Anyone who is or has been using Microsoft Excel and wishes to improve their current Spreadsheet or wishes to troubleshoot specific issues with their current spreadsheet.

Course content on next page.

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Course Contents

Common issues for the Microsoft Excel User

Excel Features to streamline your spreadsheets:

Macros

What is a Macro	Where and when to use Macros
How can macros help your Spreadsheet	Create a Macro with the Macro Recorder
Edit a Macro	Debug a Macro
Customize Toolbars, Menus, and Hotkeys	

Features to resolve Spreadsheet Formatting Errors:

Formatting Worksheets

Sort Data	Insert Rows and Columns
Insert Text	Format Text
Duplicate Data	Generate a Report

Creating an Interactive Worksheet:

Determine Dialog Box Type	Capture User Input
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Working with Multiple Worksheets:

Insert, Copy, and Delete Worksheets	Rename Worksheets
Modify the Order of Worksheets	Print Worksheets

Using, Checking, Advanced Calculations:

Performing Calculations

Create User-defined Functions	Automate SUM Functions
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Print Problems:

Printing Workbook Contents

Set Print Titles	Create a Header and a Footer
Set Page Margins	Change Page Orientation
Set Page Breaks	Print a Range

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